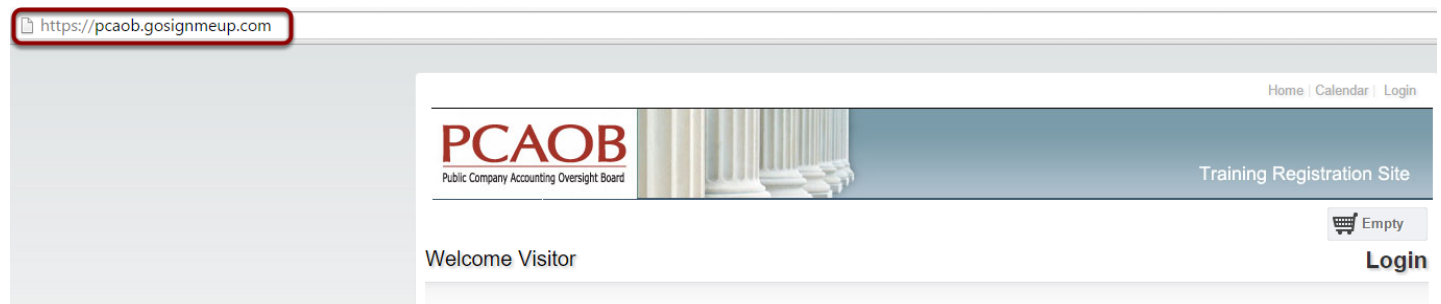


How Do I Register for a PCAOB Course

This lesson will show you how to use our registration software.

**1) Make sure you are on our registration site at:
<https://pcaob.gosignmeup.com>**





2) The first thing you will want to do is login using your Username and Password.


A screenshot of the PCAOB Training Registration Site login page. The page features the PCAOB logo and a navigation bar with links for 'Home', 'Calendar', and 'Login'. Below the header, there is a 'Welcome Visitor' message and a 'Login' button. A shopping cart icon labeled 'Empty' is also visible. The main content area contains a login form with the heading 'Please login below'. The form includes fields for 'Username' and 'Password', a 'Forgot your username or password?' link, and radio buttons for 'Participant' and 'Facilitator'. A blue 'Login' button is at the bottom of the form.

3) You can see all of your information by going to "My Account"

[Home](#) [My Account](#) [Calendar](#) [Log out](#)



Training Registration Site

 Empty

Welcome Anthony Test

Dashboard

[Browse Courses](#)

Participant Information

First Name *

Anthony

Last Name *

Test

E-mail Address *

anthony@gosignmeup.com

Username:

(Your email address will be your username)

Password *

Address:

City:

city

State:

ca

Zip:

92626

Cell Phone:

5555555555

Affiliation

Office Location:

Hire Date:

Termination Date:

Division:

1039

Title:

anthony@gosignmeup.com

Employee Number:

c

Desk Phone:

5555555555

Courses

 Print

 Show Grid

Enrolled

Waiting

Past

Transcripted

Cancelled

Multiple Enroll

#	Course Name	Enrolled by	Start Date	Action
No courses to show				

Total Paid: \$0.00

Received Email

Search

  Page 0 of 0   

No data to display

Date	Subject
No e-mails found	

How Do I Register for a PCAOB Course

Page 2

4) On the home page, you can search for courses in different ways.

The screenshot shows the PCAOB course registration interface. At the top, a search bar is highlighted with a red circle and the number 1. Below the search bar, the user is greeted with 'Welcome Anthony Test'. To the right, there is a 'Browse Courses' button and a shopping cart icon labeled 'Empty'. On the left side, a sidebar contains a 'Show All' button (highlighted with a red circle and the number 2) and a '+ DRI Sponsored' link. The main content area displays a list of courses. The first course, '7 Habits: Leadership Implementation', is highlighted. It includes details such as 'Starts: Tue, 10/13/2015 11:30 AM', 'Location: Online - Franklin Covey', 'Status: 47 open seats left', and 'Class size: 50 seats'. A 'Register' button is visible at the bottom of the course card. At the bottom of the page, it shows 'Total: 1' and 'Page size: 12'.

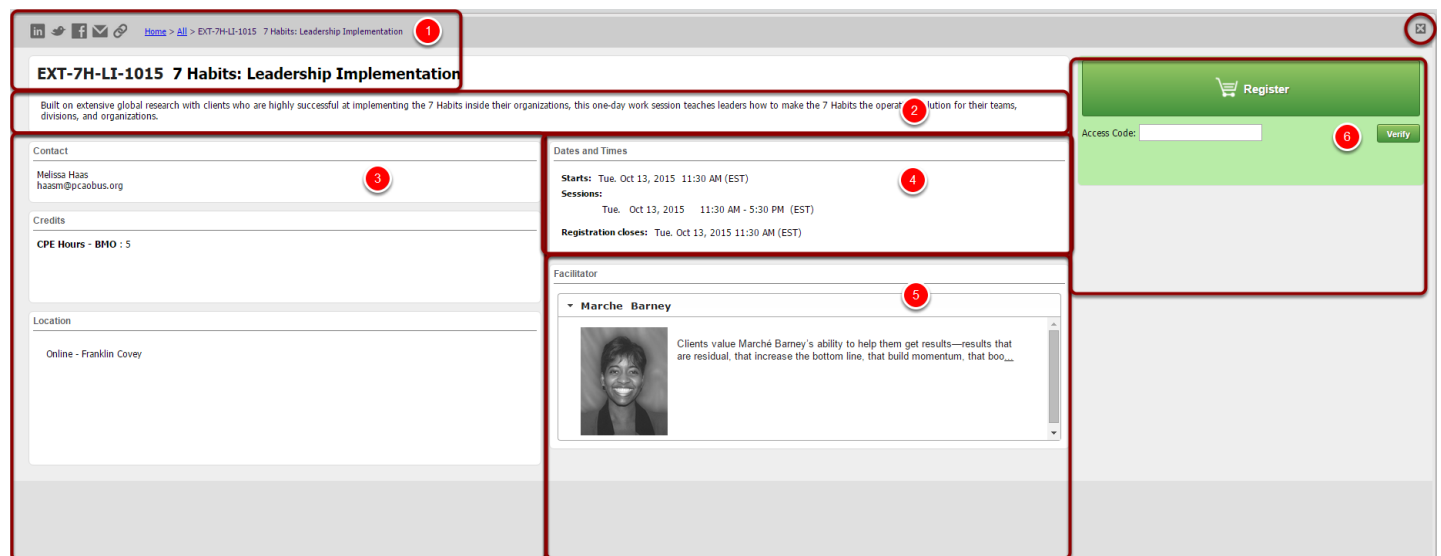
1) You can search for specific courses using the search bar.

2) You can search for courses by searching through the categories/locations on the left hand side.

5) Once you find the course you are looking for, you can add it straight to your cart by clicking on "Register". Or See more information by clicking on the Course Name.

This screenshot is similar to the previous one, but with red boxes highlighting specific elements. The course name '7 Habits: Leadership Implementation' is enclosed in a red box. Below the course details, the 'Register' button is also enclosed in a red box. The rest of the interface, including the search bar, sidebar, and course details, remains the same as in the previous screenshot.

6) Here is the courses information page. You can see more information about the course here.



1) The top area shows some social media links where you can share this course with others. It also has the path you took to get here in case you want to go back. You can see the Course Number and the name of the course.

2) This area shows a description of the course

3) This area shows the contact, credits, location and any visual icon for the course if any.

4) Dates and Times shows additional information including when the course starts and the sessions of the course or whether this is an online course.

5) Instructors shows the instructors that will be instructing the course, including a bio if they have one.

6) This area is where you can add the course to your cart by clicking "Register". You will also have to mark required information here including pre-requisites or materials.


7) You can continue adding courses to your cart, or click on the cart to see what is in there.

The screenshot shows the PCAOB course registration interface. At the top, there is a search bar and a shopping cart icon with '1 item' next to it. The user is logged in as 'Anthony Test'. The page displays a list of courses, with '7 Habits: Leadership Implementation' selected. The course details include: Starts: Tue, 10/13/2015 11:30 AM; Location: Online - Franklin Covey; Status: 47 open seats left; Class size: 50 seats. A green 'Complete Registration' button is visible at the bottom of the course details. The page also shows a 'Sort by' dropdown set to 'Default' and a 'Page size' of 12.


8) After clicking on your cart you can see what is inside of it and the total price. You can also delete the items by clicking the "X" or "Cancel Request". To continue click on "Complete Registration".


This screenshot shows the same PCAOB course registration page, but with a cart overlay visible. The overlay displays the course '7 Habits: Leadership Implementation' with a price of '\$0.00' and a sub-total of '\$0.00'. It includes two buttons: 'Cancel Request' and 'Complete Registration'. The 'Complete Registration' button is highlighted with a red box. The background shows the same course details and navigation elements as the previous screenshot.


9) When you continue you will be taken to the Checkout section. In the Review area you can review all the items. Make sure it is all correct and click on "Proceed to Next Step" to enroll in the course.


 1 item

Welcome Anthony Test

 1
Log in/ Create Account


 2
Review

 3
Payments

 4
Receipt & Confirmation

Add more courses

Review your current order

Course Name	Date(s)	Time(s)	Price	
EXT-7H-LI-1015 7 Habits: Leadership Implementation - 2534	10/13/2015	11:30 AM - 5:30 PM	\$0.00	

Proceed to Next Step

Please answer any of the required questions/pre-requisite requests before you proceed. *Note if there is no payment required, this will enroll you in the course.

10) You are now registered! You will be taken to the order confirmation page where you can print this for your records.

PCAOB
Public Company Accounting Oversight Board

Training Registration Site

Empty

Welcome Anthony Test

✓

✓

✓

4

Log in/ Create AccountReviewPaymentsReceipt & Confirmation

Thank you for enrolling!

Order Receipt

Enrollment Details:
Date: 9/24/2015 4:38 PM
Registration number: C1OQTK5Z3315478
Username: AnthonyT

Participant Information:
Anthony Test
city , ca , 92626
anthony@gosignmeup.com
5555555555

Payment Details:

Order Details

Course name	Course#	Dates	Status	Price
7 Habits: Leadership Implementation	EXT-7H-LI-1015	10/13/2015 11:30 AM - 5:30 PM	Enrolled	\$0.00

Print Receipt

Continue Shopping For CoursesBack To User Home

You will also get a confirmation email sent to you.